

ACCESS MY BIZ & MY WORKPLACE USING A COMMAND ACCESS CARD (CAC)

Initial Access

Prior to accessing My Biz or My Workplace for the first time users must register their Common Access Card (CAC). To accomplish this navigate to: https://compop.dcpds.cpms.osd.mil then click OK to accept the privacy notice.

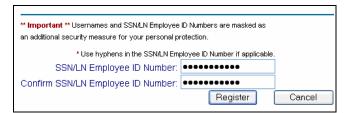
1. Click CAC Registration button



Select the non-email certificate then click OK and enter your CAC PIN number



3. Enter your SSN with dashes in both fields then click the Register button



4. Enter your My Biz or My Workplace username in both fields then press the submit button.

Note for most users your username will be your SSN with dashes.



Subsequent Access:

Once your CAC is registered, follow the steps below to access My Biz / My Workplace.

- 1. Click https://compo.dcpds.cpms.osd.mil
- 2. Click Login
- 3. Click Army Region
- If prompted, select your non-email certificate then click OK and enter your CAC PIN number